



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Licensure and Regulatory Services  
255 Rockville Pike Suite 100  
Rockville, Maryland 20850  
240-777-3986 Fax 240-777-3088

### Group Home (Elderly) Licensure Application Instructions

*Group Homes in Montgomery County with 3 to 16 residents require **BOTH** a Montgomery County and a State of Maryland license. According to Montgomery County Code, Chapter 23A-8(a) "A building must not be advertised or used as a group home until the Director issues an annual license. A building must not be advertised or used as a group home after a license has expired or has been revoked or suspended."*

#### **Step 1-To obtain a State Assisted Living license:**

- ☐ Call the Maryland Department of Health and Mental Hygiene, Office of Health Care Quality, at **410-402-8217** to request an application or go online at the website below and link AL.
- ☐ A person may not operate an Assisted Living Program in the State of Maryland for **1 or more residents** without first obtaining a State license. Their website is:  
[www.dhmd.state.md.us/ohcq](http://www.dhmd.state.md.us/ohcq)
- ☐ **Mail the original State Assisted Living application and documentation to:**  
Maryland Department of Health and Mental Hygiene  
Office of Health Care Quality  
Bland Bryant Building-Spring Grove Hospital Center  
55 Wade Avenue  
Catonsville, MD 21228

#### **Step 2-To obtain a County Group Home license: Montgomery County Code, Chapter 23A**

- ❖ Contact the Licensure and Regulatory office at **240-777-3986** for an application packet (\$5.00 charge per packet).
- ❖ **Submit ALL the following documents with your application:**  
(NOTE: **Renewals Only** Applicants may eliminate the Use and Occupancy Permit and Program Statement unless changes occur).
  - ☐ A completed Group Home licensure application
  - ☐ \$60.00 per bed licensure fee
  - ☐ A Use and Occupancy Permit -**if the group home has 9 or more occupants residing in the home** (Chapter 23A-9(a)) (240-777-6240)
  - ☐ Complaint Procedures (read attached Guidelines)
  - ☐ Program Statement which includes- (Chapter 23A-9(d))  
(You may substitute equivalent forms sent to State agency for this requirement)
    - The program purpose, goals, and objectives
    - The means to accomplish the goals and objectives
    - The needs and capabilities of the population served
    - The proposed budget, resources, and procedures to meet those needs
    - The proposed operating methods and procedures for medication management, transportation, social and recreational services, 24 hour supervision, personal care services, and food service
    - Client admission and retention criteria
    - Qualifications and experience of the applicant and personnel operating the group home
- ☐ **A copy of the completed State Assisted Living application**
- ☐ A copy of the Fire Approval. Applicant must arrange a fire inspection after County group home application is accepted. [www.montgomerycountymd.gov/firemarshal](http://www.montgomerycountymd.gov/firemarshal) or 240-777-2457
- ☐ A completed Emergency Contact Form (see attached form)
- ☐ Once you receive your **State license**, send a **copy** to Susan Cohen at the above address.